

~~SECRET~~
(When Filled In)

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FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) SUDMEIER, Elizabeth			2. DATE OF BIRTH 12 May 1912	3. SEX F	4. GRADE GS 12
5. OFFICIAL POSITION TITLE OPS OFFICER			6. OFF/DIV/BR OF ASSIGNMENT DDP/NE	7. CURRENT STATION Headquarters	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
☒ CAREER ☐ RESERVE ☐ TEMPORARY			☐ INITIAL ☒ ANNUAL		
CAREER-PROVISIONAL (See instructions - Section C)			REASSIGNMENT SUPERVISOR		
SPECIAL (Specify):			REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-) 1 June 1963 January 1964		
SECTION B PERFORMANCE EVALUATION					
W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - <u>Strong</u> Performance is characterized by exceptional proficiency. O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (and of employees supervised).					
SPECIFIC DUTY NO. 1		case officer concerned with Headquarters support			RATING LETTER S
SPECIFIC DUTY NO. 2		1) Headquarters administration of and support for projects and activities, including			RATING LETTER S
SPECIFIC DUTY NO. 3		operations. project involving funds in excess			RATING LETTER S
SPECIFIC DUTY NO. 4		7) Case officer direction in project.			RATING LETTER P
SPECIFIC DUTY NO. 5		3) Initiates operational guidance, plans and suggestions for coordinates with other Hqs components as necessary.			RATING LETTER (b)(1) (b)(3)
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific activity, conduct on job, cooperativeness, pertinent personal traits or habits, and Based on your knowledge of employee's overall performance during the rating period, place the letter in the box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

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FORM 45 4-62

OBSO

DITIONS.

~~SECRET~~GROUP 1
Excluded from automatic
downgrading and
declassification

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SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.			
Miss Sudmeier has done an outstanding job as [redacted] officer. She is thorough, hardworking and perceptive. I consider her handling of [redacted]—a high-budgeted, administratively complex operation—as superb. She is a fine organizer who writes clear and precise English. I believe she has clearly performed at the GS-13 level in her current job and should be promoted at the first opportunity.			
As other supervisors have noted, Miss Sudmeier is a credit to the organization.			
She is aware of the requirements for cost reduction and increased productivity and makes every attempt to fulfill the requirements of being cost conscious.			
SECTION D			
CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
17 January 64	Elizabeth Sudmeier		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
	[redacted]		
DATE	OFFICIAL TITLE OF SUPERVISOR	SIGNATURE	
15 January '64	CNE [redacted]	[redacted]	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
(b)(3)			
Fully concur.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	SIGNATURE	
15 January '64	CNE [redacted]	[redacted]	

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